



# Seattle Police Department

## AGREEMENT SETTING FORTH TERMS AND CONDITIONS FOR BUSINESS ASSOCIATION PERMIT

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*This Agreement is between \_\_\_\_\_, a business association, and the Seattle Police Department. The Agreement authorizes the business association to employ SPD officers in a secondary employment capacity. Failure to meet the terms and conditions set forth in this Agreement will result in revocation of the Agreement. The Department also reserves the right to revoke this Agreement at any time for any reason.*

*This Agreement must be posted by individual members of the Association in the location most likely to provide actual notice to SPD personnel.*

1. No individual member of the \_\_\_\_\_ Association may directly employ off-duty SPD officers.
2. Officers working off-duty will patrol and perform routine law enforcement activity as if on-duty, in the public areas within the boundaries described in the approved application. Public areas include parking lots, parks, and alleys.
3. Officers may not work at the door or in the interior of any business unless responding to a call for service.
4. Officers working off-duty for the \_\_\_\_\_ Association will maintain a visible presence within the geographical boundaries, patrolling through multiple times per shift.
5. Activity of off-duty officers will be coordinated with the on-duty Sector sergeant responsible for the geographical boundaries of the Association.
6. The \_\_\_\_\_ Association may not use a private communication system with off-duty officers in lieu of 911 for reporting criminal activity or seeking law enforcement assistance. Calls for service must be routed through 911.
7. The \_\_\_\_\_ Association will require off-duty officers to maintain an activity log, a copy of which will be forwarded to the Sector sergeant and routed to the precinct commander.
8. The \_\_\_\_\_ Association will not interfere with the responsibilities of off-duty officers to the Seattle Police Department and the citizens of Seattle.
9. The \_\_\_\_\_ Association will not ask off-duty officers for special privileges for its members or patrons. Officers will maintain neutrality in activities as expected while on-duty.
10. Precinct commanders where the work is to be performed may impose other conditions, including but not limited to: number of officers, selected officers breaks, reporting requirements, meetings to review duties and performance.
11. The \_\_\_\_\_ Association will pay off-duty officers by check, and will maintain a copy of payment showing date and hours worked available for inspection.
12. The \_\_\_\_\_ Association will name or provide insurance coverage to officers employed by the Association.
13. The \_\_\_\_\_ Association agrees to fully cooperate in any internal investigations by the Department into the conduct of off-duty officers.
14. The \_\_\_\_\_ Association agrees to notify the Department in writing within \_\_\_\_\_ days of any changes to membership and/or geographical boundaries.
15. Additional terms:

*The terms and conditions of this agreement are acceptable to the Association and Precinct Commander in which the work is to be performed.*

***The agreement does not take effect until signed by the Chief of Police***

Signed by: \_\_\_\_\_

*On Behalf of the* \_\_\_\_\_  
*Association*

Signed by area Precinct Commander

Commander Name \_\_\_\_\_

Signature **X** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review of Chief of Police (*Or designee*): Recommend Approval ☐ Yes ☐ No

Signature **X** \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Term of Agreement: \_\_\_\_\_  
*From*

\_\_\_\_\_  
*to*